



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CALIFORNIA 95826-9101

CAAG-MS

23 April 2004

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Unit Public Affairs Representative Course

1. The Unit Public Affairs Representative (UPAR) course is scheduled for June 5, 2004 in Classroom 719, (805) 594-6557/6558 at Camp San Luis Obispo.
2. The course begins at 0800 hours and ends at 1700 hours. Both Army and Air Guard personnel are invited and encouraged to attend.
3. Attendance and Pay Status:
 - (a) Army National Guard personnel will attend in a SUTA, Annual Training, or drill status. The operations and training directorate will process travel pay under TDC .
 - (b) Air National Guard personnel must contact their units to determine pay and travel status.
4. UPAR candidates should have the following minimum qualifications:
 - a) Someone who is familiar with your unit and has proved himself, or herself, and is dependable. You need someone you can rely on to work often independently and without a great deal of supervision;
 - b) A person who can communicate well. They should be able to talk clearly and effectively to unit members, or reporters, if needed. The California National Guard is critically short of journalists, therefore, relies extensively upon UPARs to gather information. A person who can retain facts and responsibly relay them to the Grizzly editors is desirable. Preferably someone interested in photography and owns their own camera and with the desire for an opportunity to learn new photo skills. The California National Guard is researching the possibility of college credit for the course.
 - c) A candidate who is well organized.

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SUBJECT: Unit Public Affairs Representatives Course Schedule

d) An appointee who has at least three things that are important to you: Time, material, and support.

e) We recommend commanders appoint someone at the rank of at least specialist (E-4);

f) A candidate who owns a computer, a camera, and with a strong interest in computers, writing newsletters, photography and interpersonal relationships; and

g) Someone local to the unit and community

5. Commanders or candidates should direct their questions to Maj. Stan Zezotarski at (916) 854-3781 or stanley.zezotarski@ca.ngb.army.mil

DOUGLAS W. HART
LTC, CA ANG
Director of Public Affairs